

**TOWN OF IPSWICH, MASSACHUSETTS  
TRASH POLICY DIRECTIVE**

**DATE ADOPTED: November 4, 2002**

**REVISIONS ADOPTED: (March 3, 2008), (October 26, 2009), (December 4, 2013)**

**Policy Title/Subject:** Residential & Commercial Solid Waste and Recycling Policy and Procedures

**A. GENERAL**

This directive establishes policy and procedures for the handling of residential and commercial solid waste and recyclables originating from within the Town of Ipswich. Recycling in Ipswich is mandatory. Non-residential establishments that are not participating in municipal solid waste and recycling collection in accordance with this policy directive are required to make their own arrangements for solid waste disposal using a private contractor or facility. These establishments are encouraged to make arrangements for recycling in addition to solid waste pickup. The goal of this policy is for all residences and establishments in Ipswich to be recycling fully.

**B. OBJECTIVES**

The following are reasons for having written policy and procedures:

1. To establish uniform criteria for deciding what classes of properties shall be provided solid waste collection services;
2. To maximize the efficiency and effectiveness of solid waste collection and disposal while minimizing costs;
3. To maximize the amount of recyclables removed from the Town's trash stream, in order to decrease our total solid waste processing and disposal costs while increasing the amount of discarded materials that may be beneficially used or reused; and
4. To abide by all applicable State and/or Federal regulations.

**C. BACKGROUND**

The General By-Laws of the Town of Ipswich allow the Town Manager, with the approval of the Board of Selectmen, to contract for collection, disposal and hauling of solid waste, and to provide a suitable place for disposal of other refuse and rubbish. However, a municipality is not obligated to provide solid waste services at all. See Town of Norfolk v. Department of Environmental Quality Engineering, 407 Mass. 233 (1990). Because a municipality is not mandated to provide such services, it is permissible to make reasonable distinctions among various classes of property located in the municipality as long as the municipality has a rational basis for doing so.

## D. DEFINITIONS

For the purposes of this directive, the following words shall, unless the context clearly requires otherwise, have the following meanings.

1. **Acceptable Wastes** shall mean all solid wastes that can be placed into thirty-five (35) gallon refuse containers or plastic bags to be transported by a commercial contractor to either a State approved landfill or incinerator, excluding, however, inherently dangerous, toxic, and hazardous wastes that shall from time to time be designated as "hazardous wastes" by State and/or Federal regulatory authorities having appropriate jurisdiction. Specifically excluded from acceptable wastes shall be the following.

- a. Demolition debris (e.g., wood, sheetrock, plaster, lathes, shingles, windows)
- b. In whole or in part any of the following: auto parts, engine blocks, transmission blocks, heavy machinery, major household appliances (white goods), skimobiles, automobile tires, truck and tractor tires, cathode ray tubes (CRTs), televisions, refrigerators, microwaves, and air conditioners
- c. Stumps, logs, limbs, Christmas trees, and/or brush, regardless of size
- d. Pathological wastes and animal carcasses
- e. Toxic and volatile chemicals (e.g., insecticides, paints, paint thinner)
- f. Explosives
- g. Leaves and yard wastes, whether bagged or not
- h. Lead batteries of any size

2. **Acceptable Recyclables** shall include only the following items.

- a. Mixed paper, including newspaper with inserts, magazines/catalogues, phone books, books without covers, junk mail, office paper, paperboard (not in contact with food), and corrugated cardboard
- b. Clear glass containers
- c. Brown glass containers
- d. Green glass containers
- e. Tin cans
- f. Aluminum cans
- g. Plastic containers stamped #1 through #7 excluding expanded polystyrene (Styrofoam)
- h. The following are excluded from acceptable recyclables.
  - 1) Automobile glass
  - 2) Window panes, light bulbs, dishes, Pyrex cookware, drinking glasses, and any other glass not manufactured as a container for food or beverages
  - 3) "Hazardous wastes" as defined by State and/or Federal regulatory authorities having appropriate jurisdiction

3. **Bulky Items** shall include household furniture and furnishings; rolled rugs cut in four (4) foot lengths, rolled and tied and similar items that cannot be placed in bags or barrels because of their size or bulk, but are otherwise acceptable as curbside trash and can be loaded by the collectors. No bulky item shall exceed one hundred (100) pounds in weight. Bulky items shall

not include large household appliances defined as white goods or any item containing a cathode ray tube.

4. **Cathode Ray Tubes (CRTs)** shall mean any intact or broken glass tube used to provide the visual display in televisions, computer monitors, and certain scientific instruments, such as oscilloscopes.

5. **Dwelling Unit** shall mean a single unit providing complete, independent living facilities for one (1) or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation.

6. **Household Hazardous Waste** shall mean items that are not acceptable for curbside pickup but are accepted as part of special hazardous product collections administered by the Town.

7. **Non-Residential Establishments** shall mean a building or structure used for business or industrial activities and/or any building or structure that is not covered by the definition of a residence.

8. **Residence** shall mean a building or structure containing one (1) or more dwelling units as indicated in the Assessor's records. For the purposes of this policy, churches, veterans and fraternal organizations, nonprofits, and municipal buildings are considered residences for municipal curbside solid waste and recycling collection. Specifically excluded from the meaning of residence are boarding houses; structures with four (4) or more dwelling units; condominium complexes with 4 or more units; group homes; hospitals; rest homes; convalescent homes; nursing homes; and hotels, motels, and other similar transient sleeping facilities.

9. **Solid Waste Transfer Station (SWTS)** shall mean that area set aside at the former Sanitary Landfill on Town Farm Road in Ipswich for the receipt of yard waste and recyclable materials.

10. **Street** shall mean a way that has been continuously open to public use or travel for six years or more and in the reasonable judgment of the Director of Public Works has sufficient width, suitable grades, and adequate construction to provide for the needs of the municipal waste contractor's vehicles.

11. **Town** shall mean the Town of Ipswich, Massachusetts.

12. **White Goods** shall mean appliances employing electricity, oil, natural gas or liquefied petroleum gas to preserve or cook food, wash or dry clothing, or cool or heat air or water. These include refrigerators, freezers, dishwashers, clothes washers, clothes dryers, gas or electric ovens and ranges, air conditioners, microwave ovens, and hot water heaters.

13. **Yard Waste** shall mean grass clippings, leaves, weeds, garden materials, shrub trimmings, Christmas trees, and brush having a maximum of 4" in diameter and a maximum of 4' in length.

14. DPW shall mean the Department of Public Works.

**E. POLICY**

**1. Municipal Curbside Solid Waste and Recycling Collection**

- a. Recycling is mandatory in Ipswich.
- b. The Town shall provide municipal curbside solid waste and recycling collection to residences and certain non-residences in accordance with this policy.
- c. Acceptable recyclables shall not be commingled with acceptable wastes for curbside pickup. Solid waste will be rejected for pickup if mixed with recyclables.
- d. Any building or structure that is provided municipal curbside solid waste and recycling pickup as of the date of this directive (November 4, 2002), and does not meet the residential requirements of this policy directive, shall be grandfathered and shall receive those services that have been previously provided. Excluded from this provision are buildings on private ways not open to public use or travel for six years or more or to where use is changed pursuant to zoning by-laws. The Department of Public Works shall maintain a list of grandfathered structures.
- e. Each owner of a building or structure with four (4) or more dwelling units shall provide private solid waste disposal and is encouraged to also provide recycling collection for that structure at his/her own expense. When, in the opinion of the Director of Public Works, and with input from the Recycling Advisory Committee, there is no viable location for a solid waste dumpster, the Director may grant a one 35-gallon barrel per unit allowance for each dwelling unit. Recycling pickup by the Town of Ipswich may be provided if the dwelling is on a route that has Town trash and recycling services. This pickup of recycling can be terminated at any time by the Town for any reason, including contaminated recycling.
- f. Each owner of a non-residential establishment that does not use municipal curbside solid waste and recycling collection shall provide private solid waste disposal and is encouraged to also provide recycling collection for that structure at his/her own expense. When, in the opinion of the Director of Public Works, and with input from the Recycling Advisory Committee, there is no viable location for a solid waste dumpster, the Director may grant a one 35-gallon barrel per unit allowance for each dwelling unit. Recycling pickup by the Town of Ipswich may be provided if the establishment is on a route that has Town trash and recycling services. This pickup of recycling can be terminated at any time by the Town for any reason, including contaminated recycling.
- g. There is a limit of one (1) plastic bag or solid waste container per week, effective July 1, 2010, not to exceed 35 gallons each, for each dwelling unit. No bag or container shall weigh more than fifty (50) pounds. "Overthrow" bags for additional trash may be purchased for a fee, to be set by the Selectmen.
- h. Residents are allowed to put out one (1) bulky household (e.g. chair, mattress and box spring) item per week in addition to one 35-gallon barrel of waste. Construction debris is excluded. The aggregate weight to be collected each week curbside shall not exceed one hundred (100) pounds (solid waste and bulky item combined weight).

- i. There is no limit on the amount of recyclable materials that any residence or business may place at curbside for pickup.
- j. The Town has the right to refuse to pick up trash and recycling from residences located on private ways located off existing trash routes.
- k. White Goods (appliances/lawn equipment with gas/oil removed) and any item that is more than 60% metal may be brought to the Transfer Station by residents for recycling as long as there is a container for collection at this location.
- l. White Goods (appliances/lawn equipment with gas/oil removed) and CRTs can be collected curbside from residences by calling the hauler and paying the required fee.
- m. Acceptable wastes, acceptable recyclables, and bulky items shall be placed at the curb no later than 6:00 a.m. of the day of collection, and they shall not be put out for collection before 4:00 p.m. on the day preceding the day of collection. Solid waste and recycling containers shall be removed from curbside location and returned to proper storage on the same day of collection.
- n. White Goods and CRTs shall be placed at the curb no later than 6:00 a.m. of the day that the item is scheduled for pickup. White Goods and CRTs shall not be put out for collection before 4:00 p.m. on the day preceding the scheduled pickup day.
- o. A Leaf Collection Week shall be conducted by the Department of Public Works in the fall of each year. Residents shall use biodegradable paper leaf bags; no plastic bags are allowed. The Leaf Collection Week shall be printed on the annual DPW flier and advertised in the local paper(s).
- p. The Town of Ipswich shall conduct a Household Hazardous Waste Collection Day to accept hazardous products that are not acceptable wastes for curbside collection. The Household Hazardous Waste Collection Day shall be printed on the annual Department of Public Works flier and shall be advertised in the local paper(s).
- q. The Department of Public Works shall maintain a list of commercial establishments that dispose of or accept items that are not collected curbside by the Town's waste contractor.

## 2. **Solid Waste Transfer Station (SWTS) Regulations**

- a. Use of the SWTS Facility on Town Farm Road is for the disposal of yard waste and recyclable material only and is restricted to residents of the Town possessing an Ipswich Transfer Station Sticker, available from the Department of Public Works, or a valid Ipswich resident beach sticker. The Board of Selectmen shall set the fee schedule, if any, for a residential Ipswich Transfer Station Sticker.
- b. Only yard waste originating in the Town shall be disposed of at the SWTS Facility.
- c. The owner of a non-resident vehicle that does not qualify for an Ipswich SWTS sticker can apply for an annual non-residential disposal permit from the Department of Public Works to use the SWTS, for the sole purpose of disposing of Ipswich residential yard waste or recyclable materials. The Board of Selectmen shall set the fee schedule, if any, for the annual non-residential disposal permit.
- d. Hours of operation for the SWTS are Wednesday and Saturday, 8:00 a.m. to 3:30 p.m., during the spring, summer, and fall. The Director of Public Works may reduce the schedule during the winter months, with due consideration for the acceptance of Christmas trees.

- e. Special collection days shall be conducted by the Department of Public Works at least twice yearly to encourage recycling of additional materials (e.g., paint, varnish, and thinners, Styrofoam). Dates shall be listed in the annual Department of Public Works flier and shall also be advertised in the local paper(s).

3. **Recycling at Public Events**

- a. Recycling is mandatory at all town-approved public events and all events held on Town property. Event coordinators shall contact the DPW for recyclables collection advice/containers.

**F. PROCEDURES**

1. **Municipal Curbside Solid Waste and Recycling Collection**

- a. Recyclables shall be collected every week on the regular trash collection day.
- b. When a regular collection day falls on a holiday, the collection designated for that day shall be made one day later than usual, and the collection days remaining in that week shall all be delayed by one day.
- c. Items being recycled shall be rinsed and placed within a recyclables collection container provided by the Public Works Department or a container that is similar in design and capacity and clearly marked as recycling. Mixed paper may be combined with other recyclables. This is commonly referred to as single-stream recycling.
- d. The Public Works Department shall provide one (1) recycling container per residential dwelling unit that receives municipal solid waste pickup. Residents of each household shall take proper care to protect such containers from misuse, loss, or damage. Recycling containers shall remain with the premises for use by subsequent occupants. Residents shall be responsible for the replacement of containers that are lost or damaged beyond normal wear and tear. The Town shall not be obligated to replace lost, stolen, or damaged containers.
- e. Refrigerator and freezer doors shall be removed before a refrigerator or freezer is placed curbside for prepaid pickup.
- f. Fuel or gas tanks and motor oil shall be drained and removed from any item (e.g., lawn mowers, chain saws, weed whackers) before such items are placed in the Scrap Metal Container or curbside for pickup.